

**EMPLOYMENT OPPORTUNITY**  
**SECRETARY – UNCLASSIFIED**  
Gas Services Bureau  
(\$14.594 - \$19.944 per hour)

The Long Beach Gas & Oil Department (LBGO) has an immediate opening for an unclassified Secretary position in the Gas Services Bureau. The position reports to the Manager of Gas Services and performs a wide variety of responsible secretarial, clerical and administrative tasks in support of the Bureau Manager and staff.

**EXAMPLES OF DUTIES:**

- Type, edit and proofread a variety of letters, memoranda and reports;
- Schedule meetings, travel, and training classes;
- Maintain databases and compile information and data for a variety of uses;
- Interface in a cooperative and effective manner with other departments, vendors and other City staff;
- Perform other related duties as required.

**MINIMUM REQUIREMENTS:**

- Three years of progressively responsible secretarial/clerical experience;
- Proficient in the use of MS Word, Excel and Lotus Notes software;
- Excellent oral and written communication skills;
- Strong organizational and time management skills;
- Ability to work well in a busy office atmosphere and handle multiple assignments;
- Ability to work independently with minimum supervision;
- Ability to handle confidential and sensitive matters in a professional manner;
- Professional attitude, good judgment, patience and the ability to positively interact with the general public and employees at all levels;

**SELECTION PROCEDURES:**

Interested applicants are invited to submit a letter of interest and resume no later than **4:00 p.m. on Friday, October 13, 2006**, to:

**Daniel Howard, Manager-Gas Services Bureau**  
**Long Beach Gas & Oil Department**  
**2400 East Spring Street**  
**Long Beach, CA 90806-2285**

The City of Long Beach intends to provide reasonable accommodation in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-2051.

**AN EQUAL OPPORTUNITY EMPLOYER**